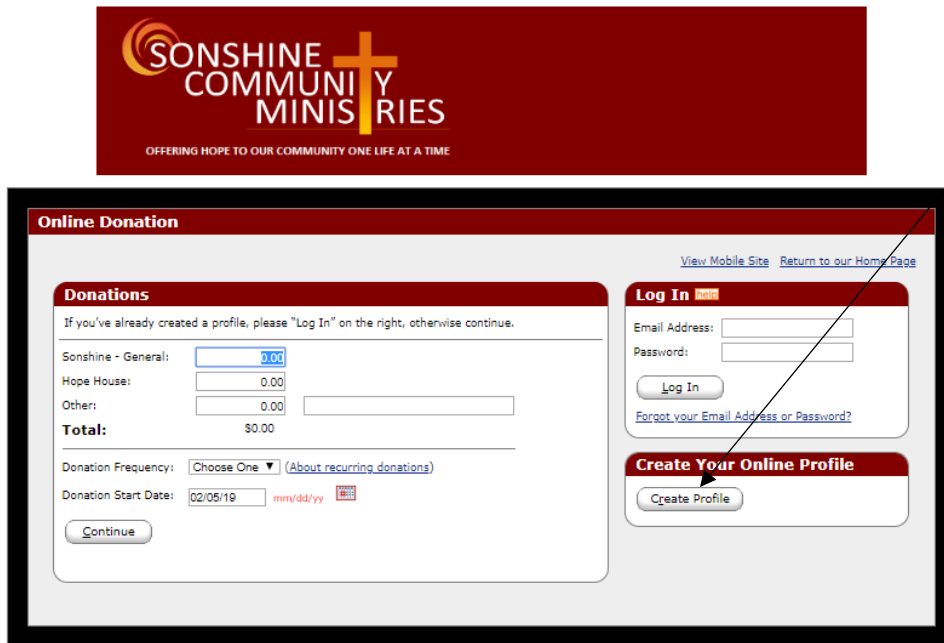


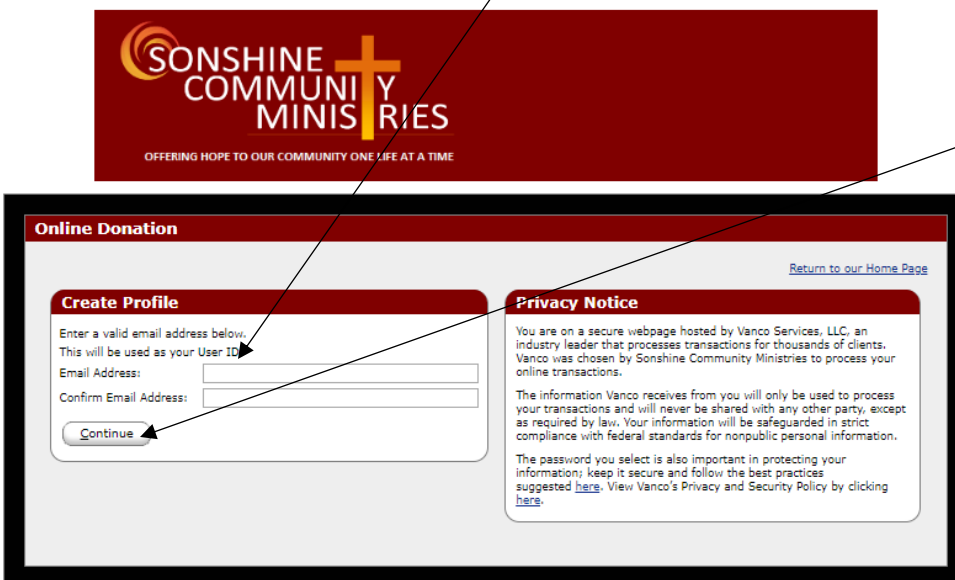
Instruction for Creating an On-Line Giving Account

When you click on the Donate Now link on the SCM website you'll see a page that is set up for online giving. The first thing you need to do is to create your online giving ID. To do this, click on Create Profile at the lower right of the page.



The screenshot shows the 'Online Donation' page for Sonshine Community Ministries. At the top is the organization's logo and tagline: 'SONSHINE COMMUNITY MINISTRIES OFFERING HOPE TO OUR COMMUNITY ONE LIFE AT A TIME'. Below the logo are two main sections. On the left, the 'Donations' section includes a message: 'If you've already created a profile, please "Log In" on the right, otherwise continue.' It features input fields for 'Sonshine - General' (0.00), 'Hope House' (0.00), and 'Other' (0.00), with a 'Total' of \$0.00. Below these are fields for 'Donation Frequency' (set to 'Choose One') and 'Donation Start Date' (02/05/19). A 'Continue' button is at the bottom of this section. On the right, the 'Log In' section has fields for 'Email Address' and 'Password', a 'Log In' button, and a link for 'Forgot your Email Address or Password?'. Below the 'Log In' section is the 'Create Your Online Profile' section, which contains a 'Create Profile' button. A line from the text above points to this button.

You'll be asked for your email address – in order to participate in on-line giving, you must use a valid email address. Enter your email address a second time for confirmation of accuracy of entry. Click on Continue.



This screenshot shows the 'Create Profile' step of the online donation process. The top banner is identical to the previous screenshot. The 'Create Profile' section on the left asks the user to 'Enter a valid email address below. This will be used as your User ID.' It provides two input fields: 'Email Address' and 'Confirm Email Address'. A 'Continue' button is located below the second field. A 'Privacy Notice' section on the right explains that the page is secure and hosted by Vanco Services, LLC, and details how user information is used and protected. A line from the text above points to the 'Continue' button.

Fill in the information requested, create a password following the parameters required as listed to the right of the password entry section and click on Create Profile



Online Donation [Return to our Home Page](#)

Profile

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required)

Phone Number:

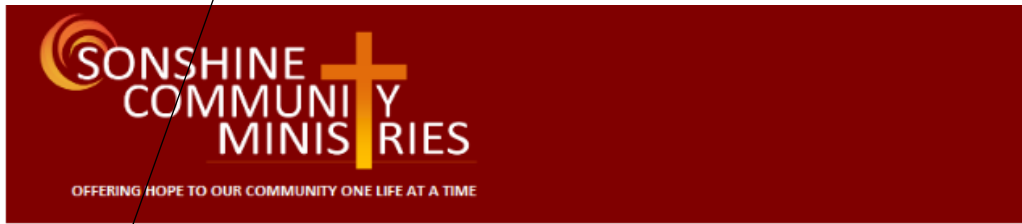
Email Address: (required)

Confirm Email Address: (required)

Enter Password: (required) Password requirements:
- Must be at least eight characters
- Must include at least one letter and one number
- Cannot be identical to your first name, last name or email address
- Cannot be reused
- Passwords are case sensitive
- Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than * " or >

Re-Enter Password: (required)

You will receive a confirmation email indicating that your profile has been created. To enter your first donation, click on Add Transaction – this will take you through the creation of your on-line giving financial records regarding the account(s) from which you wish to donate.



Summary Profile Log Off

Online Donation

Thank you for creating a profile. To add a Donation, click the Add Transaction button below. [Return to our Home Page](#)

My Scheduled Transactions

You do not have any transactions scheduled.

My Transaction History

Date Range: to

Fund:

No donations were found for this Date Range and Fund selection.

In the Add Transaction Screen, you will see the categories available to receive donations. Please select one of the available designations and enter the amount you wish to donate and choose the frequency of your gift (one time, weekly or monthly) by selecting the option in the drop down box – recurring donations can be terminated at any time by your direction. Finally, select the date of your donation for a one time gift or the date for the start of a recurring donation. Click on Continue to proceed to the Account Designation Screen.



Online Donation

[View Mobile Site](#) [Return to our Home Page](#)

Donations

If you've already created a profile, please "Log In" on the right, otherwise continue.

Sonshine - General:

Hope House:

Other:

Total: \$0.00

Donation Frequency: [\(About recurring donations\)](#)

Donation Start Date: mm/dd/yy

Log In help

Email Address:

Password:

[Forgot your Email Address or Password?](#)

Create Your Online Profile

On the account Designation Screen, you will be able to create/select the account you wish to use to fund the on line donation. You may select either a Checking Account, a Savings Account or a Credit Card to fund your donation. You also have to check the security box signifying that you are not a robot.



[Summary](#) [Profile](#) [Log Off](#)

Online Donation

[Return to our Home Page](#)

Donation Information

Account:

Checking

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

Donation Summary

Sonshine - General: 25.00

Total One Time Donation: \$25.00

Donation Frequency: One Time

Donation Start Date: 02/05/19

The next screen will allow you to enter the information regarding the financial institution at which you maintain your account or the credit card account you wish to use. Be assured that all information is totally secure and that no one has access to it.

Depending on the type of account you chose to fund your donation, you will see a variation of the following screen – use it to enter the appropriate information.



Summary Profile Log Off

Online Donation [Return to our Home Page](#)

Donation Information

Account:


Routing Number:

Account Number:

Joe Smith
1234 Anystreet Court
Anytown, AA 12346 1234
Pay to the order of: _____ Dollars

Bank Anywhere

Bank Routing Number Bank Account Number Check Number (Do not use)

I'm not a robot 
reCAPTCHA
Privacy - Terms

Note: Please review the information you entered carefully. Once you click the Process button your donation will be submitted and you will have authorized this organization to debit money from your account.

Donation Summary

Sonshine - General 25.00

Total One Time Donation: \$25.00
Donation Frequency: One Time
Donation Start Date: 02/09/19

When you have finished entering the financial institution information, click on Process – your account will be created and the donation will be processed. You will receive a confirmation screen and a confirmation email. The next time you enter the on line donation section, the account you created will be available or you may designate/create another account to fund your donation.

In order to properly track your donations, we will make certain that your member ID matches the donor number you were assigned.

Click on Log Off to end the session or click on Return to our Home Page to return to the main SCM website. To re-enter the on line donation section, click on the Donate Online link and use the log in area to use your newly created login account.